



CHIEF EXECUTIVE OFFICER

SHASTA DISTRICT FAIR 27TH DISTRICT AGRICULTURAL ASSOCIATION (27th DAA)

1890 Briggs Street
Anderson, CA 96007

FINAL FILING DATE: Open Until Filled

TIME BASE: Full Time

SALARY RANGE: \$6,423 - \$7,864 monthly (Exempt position)

BENEFITS: Medical, dental and vision, annual leave or vacation, PERS retirement

The Chief Executive Officer of the 27th DAA is an officer hired by and reports to the board of directors. Under the direction of the board, the CEO plans, organizes, implements, and administers the development and utilization of fairgrounds facilities.

QUALIFICATIONS:

- Experience in business administration, public administration, marketing, public relations, communication, entertainment or related fields
- Demonstrated knowledge and experience in developing and managing budgets, maintaining sound fiscal policy; day-to-day record-keeping including payroll; and preparation of board and government required reports
- Knowledge or experience in planning, organizational restructuring and business development
- Knowledge or experience in fund-raising, grant and sponsorship development
- Ability to work cooperatively and communicate effectively with staff, volunteers, board of directors, governmental agencies, local businesses, media, and the community.
- Experience in recruiting, training, and supervising employees and volunteers
- Knowledge or experience in developing and implementing marketing plans and strategies
- Knowledge or experience in producing and directing community relevant programs, entertainment activities or special events
- Knowledgeable in the areas of purchasing, facility maintenance, public relations, contracting, and technology
- Ability to create and deliver public presentations

PERSONAL REQUIREMENTS:

- Be willing to work long irregular hours and weekends, and to participate in community activities and organizations
- Be creative, resourceful, flexible, objective, cooperative, and personable
- Possess or be able to obtain a valid California motor vehicle operator's license

DISQUALIFICATION:

Any applicant who attempts to contact directly individual Board members or members of the Selection Committee with the intent of influencing the decision of the Board or Committee will be disqualified as a candidate for the position.

APPLICATION PROCEDURES:

Applications are available at www.shastadistrictfair.com/job-opportunities/. Qualified applicants are invited to submit an application together with a personal resume and 5 references to:

CEO Selection Process

27th District Agricultural Association
1890 Briggs Street
Anderson, CA 96007

SELECTION PROCEDURES:

- A screening committee will evaluate each applicant's personal resume and application.
- The applicants considered to be the best qualified for the position will be referred to the DAA's board of directors for further consideration.
- Personal interviews will be scheduled at the fairgrounds with a selected number of the most qualified candidates during the week of February 9th (date subject to change).
- The applications of all candidates will be held in strict confidence.
- The fair board or its representative reserves the right to contact selected individuals who are familiar with the accomplishments of applicants.
- It is anticipated that the Board of Directors will make its final determination on or before February 27, 2015.
- The Board of Directors reserves the right to extend the selection process.
- Drug testing may be required of the successful candidate.

Questions regarding application or selection procedures may be directed to: Board President at 530-378-6789.